

**UNITED STATES DISTRICT AND BANKRUPTCY COURT  
FOR THE DISTRICT OF IDAHO**

James A. McClure Federal Building and U.S. Courthouse  
MSC # 039, 550 W. Fort Street  
Boise, Idaho 83724  
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**Cameron S. Burke**  
**Court Executive/Clerk of Court**



**ANNOUNCEMENT**

The CM/ECF User Group has designed a process for certifying attorneys in electronic case filing without their attendance at the in-person training. Hands-on classes will still be provided but on a limited basis.

More information is available on our website at [www.id.uscourts.gov](http://www.id.uscourts.gov)  
Click on Electronic Case Filing → ECF Certification/Registration

How the new process works:

- Attorneys are required to register for the PACER & ECF accounts.
- In the second step, they are directed to review the specific rules and procedures for electronic case filing.
- Attorneys (and others) may select one of two training options: 1) attend a hands-on class, or 2) complete the on-line tutorials. In the on-line tutorials, the court has identified recommended lessons to ensure success when the new user takes the exam. The tutorials are not designed just for attorneys, though attorneys are required to participate in one of the training options in order to receive the ECF Login/Password.
- The ECF user will take a 25 question exam covering the items typically covered in the hands-on classes to ensure the new filer knows the rules, steps and processes for ECF. There are two tests -- one specific to Bankruptcy and another tailored for the District Court filer.
- Within 24 hours, the court will review the exams, and e-mail back to the user their ECF login/password, or notice that they have not successfully completed the exam. The exam is designed to accommodate not only attorneys, but law students, paralegals, college students enrolled in legal secretary programs, etc. Only attorneys will be provided with a login/password upon successful completion.

Questions may be directed to:

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